

DCFS Day Care Licensing Advisory Council Meeting

October 4, 2018

11:00 am – 1:00 pm

James R. Thompson Center
100 W. Randolph, 6th Floor-Room 275 (Chicago)

406 E. Monroe Street, 7th Floor Conference Room (Springfield)

MEETING MINUTES

ATTENDEES

Jennifer Alexander, Metropolitan Family Services
Oni Austin, Illinois Action for Children
Shontee Blankenship, Department of Children and Family Services
Carie Bires, Ounce of Prevention Fund
Missy Brown, Child Care Resource & Referral
DeCarla Burton, Family Child Care
Dana David, Milestones Early Learning Center
Donna Emmons, Illinois Head Start Association
Maria Estlund, Illinois Action for Children, Co-Chair
Mary Jane Forney, Department of Human Services
Jamilah Jor'dan, Governor's Office of Early Childhood Development
Beth Knight, Illinois Network of Child Care Resource and Referral Agencies
Tom Layman, Governor's Office of Early Childhood Development
Matt Lustbader, Illinois Action for Children
Theenshina Mayfield, Department of Children and Family Services
Bridget McKnight, Department of Children and Family Services
Denise Monnier, Association of Illinois Montessori Schools
Carol Morris, Department of Children and Family Services
Martina Rocha, Together for Childhood Network
Anita Ramage, Circles of Learning
Beth Seggebruch, Department of Children and Family Services
Stephanie Spanbauer, Step by Step Day Care
Sarah Stoliker, First School
Pat Twymon, Family Child Care
George Vennikandam, Department of Children and Family Services, Co-Chair
Judy Walker-Kendrick, Chicago Coalition of Site Administered Child Care Programs
Emnet Ward, Eyes on the Future
Edie Washington Gurley, Department of Children and Family Services
Ken Yordy, Department of Children and Family Services

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- I. **Welcome and Introductions**
- II. **Approval of Minutes from August 2, 2018**
 - a. Motion by Denise Monnier
 - b. Seconded by Beth Knight
- III. **Department Updates**

Discussion:

Background Checks

George Vennikandam and Carol Morris shared changes to the fingerprint-based background check process in response to processing delays caused by the significant increase in authorizations. With the implementation of the Child Care and Development Block Grant (CCBDG), all staff now must have an FBI finger-print based background check, which was previously only required by for some. Furthermore, the background check unit received significant numbers of authorization forms with errors or missing information, which have to be sent back to the provider to correct and resubmit, which starts the process again from the beginning – requiring more staff time and exacerbating the backlog. The background clearance unit requested the following new process:

- Updated background check authorization forms for existing staff should be sent directly to background check unit
- Background check authorization forms for new staff should be sent to DCLR, who will review and ensure form is complete and ready to be processed.

- IV. **Status Update on Proposed Rules – Stacey Simek-Dreher**
 - a. Lead Testing
 - b. Expulsion

Discussion:

Lead Testing - JCAR has reached out to the department about concerns regarding implementation. JCAR and DCFS will be meeting to discuss. DCFS, OCFP, and licensing staff will be at Oct 16th hearing. The non-DCFS advisory council members were also reminded to submit comments before the meeting if they wish. Expulsion – Proposed expulsion rules should be coming soon. ISBE and DCFS separated their proposed rules – as opposed to having a “joint rulemaking” – to allow ISBE to move forward in the meantime.

- V. **Communicating Lead Testing Requirements to the Field – Ken Yordy, Communications Committee**

Discussion:

Council discussed recommendations from the Communications Committee regarding communicating a timely, consistent message to providers upon the adoption of the final lead testing requirements (see Communication Committee report for details of recommendations). The council also decided that the communication plan at-hand should be the standard communication strategy moving forward. After discussion, Caries Bires motioned for the council to pass the recommendations on to the department. Tom Layman seconded the motion.

Decisions:

Advisory council voted to move the recommendations to the department. Council also decided the recommended communication plan should be the standard strategy moving forward.

Point Person:

Deadline(s):

- VI. **IAT Credential Alignment Recommendations – Tom Layman, Carol Morris**

Discussion:

The advisory council considered a second round of credential alignment recommendations from the Interagency Team (IAT). The advisory council moved the first round of recommendations on to DCFS earlier this year – that previous round included straightforward recommendations where the credentials were “higher” than licensing standards, so it was clear that meeting credential standards met licensing standards. This second round of recommendations is still focused on finding places where the licensing standards and credentials are already technically aligned (see recommended language for more details). The goal is not to make the licensing standards more or less strict – simply to find where they already align with credentials and to allow for those credentials as an optional pathway for staff to meeting licensing standards. DCFS stated that adding in this language does not take away the discretion of the DCLR to determine if licensee and staff meet licensing standards, which prompted a discussion on subjectivity of DCLR discretion. DCFS and Gateways are working on one way to address this issue, which would be to include on the Professional Development Record (PDR) what position/role an individual has qualified as so that when that individual moves to a different program or location, their qualifications for their role does not have to be reevaluated. DCFS is also working on a training for DCFS staff on transcript evaluation. The committee decided to advance the second round of credential alignment recommendations on to DCFS for consideration.

This discussion also prompted a discussion on workforce issues being experienced across the state. The co-chairs agreed to do some brainstorming about how we can have an intentional and productive discussion on this large issue and to bring it back to the council.

Decisions:

The committee decided to advance the second round of credential alignment recommendations on to DCFS for consideration.

The co-chairs will be intentional about figuring out the best way for advisory council to address or get engaged in addressing workforce issues.

Point Person:Deadline(s):**VII. October Regional Forums – Bridget McKnight, Carol Morris**Discussion:

Bridget McKnight shared an update on preparations for the October regional forums for licensed providers. The powerpoint (English and Spanish) is in the final stages of development and approval. Registration for the forums is slow, however. The advisory council discussed that it would be helpful for those who cannot attend to have the powerpoint slides available on the Sunshine website, which Bridget is going to look into. There are a host of resources that they will be sharing with providers at the forums, including a new resource called “We Choose Health,” which is a texting group where providers would receive one text with healthy tips and ideas each week.

Decisions:

Bridget is going to look into posting the powerpoint on the Sunshine website.

Point Person:Deadline(s):**VIII. Status Update on Health and Safety Trainings - IDHS**Discussion:

Mary Jane Forney thanked the Child Care Resource and Referral agencies on behalf of Nakisha Hobbs. IDHS is going to start the verification process in October. Mary Jane will send the letter that was sent to providers out to the full council to continue sharing with our networks.

There was discussion about the experience of some centers that have trained staff and then staff have left, which is a challenge. Council members sought clarification from IDHS regarding when any new staff hires

have to complete training after the deadline. It is believed to be the end of the calendar year, but IDHS will confirm.

Decisions:

Mary Jane will send the letter out to the full council.

Point Person:

Deadline(s):

IX. Committee Reports

a. Data – Theenshina Mayfield and Carie Bires

Discussion:

The data committee is waiting on the FY18 report to the general assembly. As soon as they receive it, they will analyze and bring back to the full council.

b. Communications – Ken Yordy

Discussion:

See above discussion on communication to providers regarding lead testing.

c. Systems Integration – Carol Morris and Tom Layman

Discussion:

The committee is still interested in figuring out a way to communicate with ExceleRate about licensing violations and have violations factor into ExceleRate. The co-chairs are going to set up a meeting with INCCRRA, but first Tom recently reached out to federal partners to find out if any other states have taken similar steps or have this kind of idea on their radar. After he hears back from partners, he will move forward with INCCRRA.

d. Training – Beth Knight and Edie Washington Gurley

Discussion:

At the committee's meeting, they talked about possible forums topics, many of which have naturally been included in the powerpoint under development. The committee reviewed the violations report, which will be included in the forums, and the committee will be looking at what can be done moving forward.

VI. Other Announcements/Updates

Discussion:

Dr. Jamilah Jor'dan shared about the upcoming opportunity for the state to apply for a 1-year Preschool Development Grant planning grant. GOECD is serving as the lead agency and developing a strategic plan, with the input of stakeholders, to submit. After this round of planning grants, the state can possibly seek 2-4 year implementation grants.

Meeting Adjourned

Next Meeting: December 6, 2018 11:00am – 1:00pm

CHILD DAY CARE LICENSING ADVISORY COUNCIL COMMITTEE REPORT AND RECOMMENDATIONS



Committee: COMMUNICATIONS

Date: 9/26/18

Discussion Items:

Communication plans to ensure that upon the forthcoming adoption of the lead testing requirements, all licensed center and home providers, and the families of children in licensed child care facilities, are notified in a timely manner and have adequate information and time to comply.

Recommendation(s):

The Communications Committee proposes for consideration by the full advisory council the following recommendations for the department.

- 1) The Communications Committee proposes that the Department should identify a point person to develop a concise notice/message for immediate distribution when the rules are adopted.
 - a. This point person should ensure the notice and final rules are available on the Sunshine Website immediately.
 - b. Point person should share the message with all partners as soon as possible, and ask partners to distribute/share/post the same, consistent message with individual networks.
- 2) Recommend the following regarding the notice language content:
 - a. Which licensed facilities are required to comply
 - b. Deadline for compliance and what exactly is required at that time (i.e. submitting samples to labs, or posting/submitting lab results, etc.)
 - c. Where providers can find more information on what is required of them and resources to help them comply (Sunshine website)
 - d. The notice should be developed in English as well as Spanish
- 3) Recommend the department send the notice via email (same, consistent language) to all licensed providers for whom DCFS has an email address (if possible).
 - a. DCLRs should also send the email notice to any providers for whom they have an email address
- 4) For those licensed providers who do not have access to computers/internet, the committee recommends the department leverage DCLR's interactions with providers
 - a. DCLRs should take paper copies of notice, rules, and resources to monitoring visits
 - b. DCLRs should encourage providers to share information with any networks they belong to (provider associations, coalitions, etc.)
- 5) The committee discussed the use of robo calls/ texts as a possible way of reaching those without access to the internet/email. However, the committee members were unsure of the effectiveness of these tools (how many get answered?), so is first seeking discussion by the full council before recommending.
- 6) The committee recommends the department ensure providers have access to resources and necessary supports to best comply with the testing and mitigation requirements, and most effectively communicate with families. The committee recommends external resources be available on the Sunshine website on the Lead in Water Testing tab, essentially creating a central hub for providers to find everything related to lead in water.

- a. The Sunshine website should have the following resources and partner agencies (not limited to these; should be ongoing process to add helpful items):
 - i. Template(s) for notifying families of why testing is occurring; the program's sampling results; and the program's mitigation plan, if one is needed. External partners have offered to develop templates for this purpose.
 - ii. Links to issue experts and their resources, including Elevate Energy, the Environmental Defense Fund, Eco-Friendly Child Care, the University of Illinois Family Resiliency Center
 - b. DCFS could brand the templates and make available as an optional resource for providers. If the department does not want to put its logo on the template(s), they could create separate lists under the lead in water tab, clearly marking one as external resources, not endorsed or required by the department, but available to support providers.
- 7) The committee recommends the Department advertise the use of the Sunshine website as a lead in water information and resource hub at the regional forums taking place in October. This can be shared even if the rules are not yet adopted; the department can say this information is forthcoming and will be on the Sunshine website, along with resources.

Rationale:

Providers will have very short window to come into compliance (at most 6 weeks), and the sampling process itself can take longer than that – so best chance of completing is to start immediately upon adoption.

DCFS no longer mails letter detailing rule changes, language is only posted on Sunshine and/or DCFS website. The committee has concerns regarding 1) department's lack of means to reach the providers who do not have TV and/or phones; and 2) the limited timeframe for completion, which is already troublesome, means that if a provider doesn't check sunshine website in 2 weeks, by the time they find out about the requirement, it may be too late to comply on time.

Considerations for Implementation:

The committee does not have an official partner list, but will generate list to send to.

Data Needs:

Consider the committee's data needs – could be part of a formal recommendation, or to help explore an issue or complete a project. The Data Committee will support other committees with their data needs.

IAT Credential Alignment Recommendations

The Adhoc committee, comprised of the working team of the Children's Cabinet (Strategy 2B) along with Community Partners, reconvened to continue the discussion on looking at Gateways ECE Credentials to explore the possibility of incorporating the attainment of a credential as an additional pathway to meet the DCFS job requirements. This was the second look at Gateways Credentials. The first look resulted in a set of recommendations to the DCFS Advisory Council, which was unanimously approved. Those recommendations were a "clean walk" to the existing DCFS standards. With the continued review, the Adhoc group looked at credential requirements that weren't necessarily as clean. It was the desire of the Adhoc group not to accept anything less than what is currently in place. In some instances, there may be a slight difference, but the Adhoc committee felt that the expectation of the requirement for the credential was in line with the current DCFS standards. Based on the review and discussion, the Adhoc committee recommends that the following be added to DCFS Standards as another pathway for child care practitioners to be qualified.

Credentials proposed for Early Childhood Teachers and School Age Workers (407.140)

Early Childhood Teachers:

- Early Childhood Credential (ECE) Level 3:
27 semester hours. Minimally 15 semester hours in ECE/CD coursework, birth to age 8 and 9 Gen. Ed. Requires 400 hours of work experience or 10 hours of ECE supervised experience.
- Infant/Toddler Credential Level 3:
In addition to the ECE Credential, the Infant/Toddler Credential Level 3 (minimally 3 semester hours in coursework birth to three) requires 450 hours of work experience or 109 hours of supervised experience with Infants, Toddlers and their families.

School-Age Worker:

- ECE Credential Level 3:
27 semester hours. Minimally 15 semester hours in coursework birth to age 8) Requires 400 hours of work experience or 10 hours of ECE supervised experience.
- ECE Credential Level 2
(16 semester hours in coursework birth to age 8) requires 200 hours of work experience or 10 hours of ECE observation.
- School-Age and Youth Development Credential Level 3
(minimally 6 semester hours of general education plus 3 semester hours in SAYD coursework) requires 400 hours of SAYD work experience or 10 hours of SAYD supervised experience

Credentials for Group Day Care Home caregivers (408.85)

- Early Childhood Education Credential Level 3
27 semester hours. Minimally 15 semester hours in coursework birth to age 8. Requires 400 hours of work experience or 10 hours of ECE supervised experience

- Infant/Toddler Credential Level 3
In addition to the ECE Credential, the ITC Level 3 (minimally 3 semester hours in coursework birth to three) requires 450 hours of work experience or 10 hours of supervised experience with Infants, Toddlers, and their families.
- Family Child Care Credential Level 3
29 semester hours with 9-12 semester hours of coursework birth to age 12) requires 600 hours of FCC work experience or 10 hours of FCC supervised experience.

After further review, the previous recommendation for 408.55 (Group Day Care Home Substitute) recommendations will be rescinded. Group day care home substitutes' qualifications must be at least equal to the caregiver for which they are substituting.